

**California Department of Corrections and Rehabilitation
Corrections Standards Authority**

**Juvenile Accountability Block Grants Program
California Gang Reduction and Intervention Program (CalGRIP)**

**Aggression Replacement Training
Technical Assistance and Training Program
PROVIDER APPLICATION**



Arnold Schwarzenegger, Governor

Issued March 23, 2009

In support of California's efforts to reduce gang and youth violence among youth in the juvenile justice system, the Corrections Standards Authority (CSA) is issuing this Provider Application to identify experienced providers to work with county probation departments in the implementation and/or expansion of Aggression Replacement Training (ART) programs for juvenile offenders. The provision of training and technical assistance will expand the capacity of county probation departments to provide these evidence-based services to youth both in custodial settings and in the community.

The *Washington State Institute for Public Policy* (WSIPP) conducted a meta-analysis of over 500 evaluations of adult corrections programs, juvenile offender programs, and prevention programs, and found that Aggression Replacement Training cost-effectively reduced youth crime and recidivism. Moreover, Aggression Replacement Training is recognized by the federal Office of Juvenile Justice and Delinquency Programs (OJJDP) as a model program in its *OJJDP Model Programs Guide*. WSIPP developed a manual for implementing Aggression Replacement Training with high model fidelity. These documents were used by the CSA in developing the qualifications for providers of the Aggression Replacement Training Technical Assistance and Training Program.

Federal Juvenile Accountability Block Grant (JABG) funds totaling \$1.1 million are set-aside for this project. While it is anticipated that the majority of funds will be used by probation departments to contract for services with providers for training and technical assistance, these funds may be used by probation departments for expenses beyond provider services contracts. Since one or more providers may be chosen through this application process, the amount of funding a provider may anticipate will be determined largely by the capacity of the provider(s) to deliver services and level of interest/needs among participating probation departments in accessing a providers services.

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A. PROJECT PURPOSE AND HISTORY – SELECTION PROCESS

Project Purpose and History

The Corrections Standards Authority (CSA) assumed responsibility for administering California's federal JABG in January 2004. In May 2007, Governor Schwarzenegger established the CalGRIP initiative to combat gang and youth violence and created the Office of Gang and Youth Violence Policy (OGYVP) to coordinate statewide gang and youth violence reduction efforts. At the Governor's request to support the CalGRIP initiative, the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP) which oversees the use of JABG funds, recommended to the CSA Board that \$1.1 million of federal JABG funds be used to reduce gang and youth violence. These funds will provide resources to build capacity within probation departments to implement or expand Aggression Replacement Training programs for juveniles in their halls, camps, ranches, and communities.

The CSA Board formed an Executive Steering Committee (ESC) to develop this application to identify a list of qualified providers from whom probation departments could receive Aggression Replacement Training technical assistance and training either within their county or regionally. The ESC also developed the criteria for probation departments to access these resources. The CSA staff worked with the subject matter experts on the ESC to develop the required qualifications for providers.

The provider(s) will be expected to work with probation departments to analyze the respective probation department's capacity and needs for the model program, develop the probation department's project Implementation Plans, train staff, and over a two-year period evaluate service delivery and provide on-going technical assistance to ensure fidelity and effective, sustainable programs. Qualified providers must demonstrate a capacity to serve no less than five (5) probation departments. It is anticipated that participating probation departments will send between five (5) and forty (40) staff to training, dependent upon their size and Implementation Plan. Additional staff may be trained if funds are available after all first round requests are satisfied.

Selection Process

Through a separate Request for Application (RFA) funds will be allocated over two years to probation departments. The qualified providers will contract directly with the probation departments; CSA will pay invoices for approved services from the probation departments for the provider's services, in addition to other expenses incurred by the probation departments such as travel and per diem for probation staff to attend trainings and for supplies and equipment for the programs.

The ESC will evaluate the applications from prospective providers to establish a list of Qualified Providers of Aggression Replacement Training Technical Assistance and Training. This evaluation will be based upon several criteria including the provider's capacity to deliver services as outlined and the full completion of Application Requirements listed in Section B. of this application.

Applicants are encouraged to review the OJJDP Model Programs Guide at [http://www.dsgonline.com/mpg2.5/TitleV MPG Table Ind Rec.asp?id=292](http://www.dsgonline.com/mpg2.5/TitleV_MPG_Table_Ind_Rec.asp?id=292) and the WSIPP

Aggression Replacement Training Quality Assurance Manual at the WSIPP website at http://www.wsipp.wa.gov/rptfiles/ART_QA_Manual.doc.

The programs to be supported through the CalGRIP Aggression Replacement Training Technical Assistance and Training Program must conform to the model found in the OJJDP Model Programs Guide and described in relevant part as:

“...a multimodal psychoeducational intervention designed to alter the behavior of chronically aggressive adolescents and young children to improve social skill competence, anger control, and moral reasoning. The program incorporates three specific interventions: skill-streaming, anger-control training, and training in moral reasoning. Skill-streaming uses modeling, role-playing, performance feedback, and transfer training to teach prosocial skills. In anger-control training, participating youths must bring to each session one or more descriptions of recent anger-arousing experiences (hassles), and over the duration of the program they are trained in how to respond to their hassles. Training in moral reasoning is designed to enhance youths’ sense of fairness and justice regarding the needs and rights of others and to train youths to imagine the perspectives of others when they confront various moral problem situations.

The program consists of a 10-week, 30-hour intervention administered to groups of 8 to 12 juvenile offenders thrice weekly.... During these 10 weeks, participating youths typically attend three 1-hour sessions per week, one session each of skill-streaming, anger-control training, and training in moral reasoning. The program relies on repetitive learning techniques to teach participants to control impulsiveness and anger and use behaviors that are more appropriate. In addition, guided group discussion is used to correct antisocial thinking.”

In summary:

- CSA will develop a list of qualified providers based on this application that probation departments may contract with to receive Aggression Replacement Training Technical Assistance and Training;
- CSA will issue a RFA to probation departments by May 5, 2009 and will approve the applications based on the identified needs, capacity to deliver services to youth, and the amount of funding available for projects;
- CSA will provide funding to the probation departments to support contracts with the providers on the list of Qualified Providers for the Aggression Replacement Training Technical Assistance and Training Program;
- CSA will limit the number of trained staff from any one department to forty (40) in a first round of applicant requests to assure funds are available for all probation departments requesting technical assistance and training; and
- CSA will monitor the projects for compliance and ensure quarterly reporting requirements are met.

B. APPLICATION REQUIREMENTS

The completed application package should include the following elements in the order listed below:

1. Cover Letter

Please include a brief cover letter signed by the provider representative (individual authorized to bind the organization to a contract with the probation department). Address the letter to the Corrections Standards Authority, Corrections Planning and Programs Division, 600 Bercut Drive, Sacramento, CA 95811.

2. Provider Applicant Information (See Section H)

3. Provider Qualification Worksheet (See Section I)

4. Project Summary (See Section J)

5. Past Clients (See Section K)

6. Budget Information and Narrative (See Section L)

C. ADDITIONAL CSA EXPECTATIONS AND REQUIREMENTS

The CSA has expectations and requirements of the provider that must be met during the project period. These include, but are not limited to the following:

1. Participate in monthly consultations with the CSA and OGYVP staff to report on the status of the implementation and evaluation of the Technical Assistance and Training Project and to address any outstanding issues.
2. Regular reports that evaluate probation staff's ability to provide the program consistent with the training and the probation department's ability to deliver the program with high fidelity to the model.
3. Submit four quarterly progress reports per year to the CSA (report forms to be developed in collaboration between the provider(s) and CSA).
4. Develop, in consultation with CSA and OGYVP staff and other selected providers, if any, a process and outcome evaluation for the Aggression Replacement Training Technical Assistance and Training Program and deliver a final project assessment report that identifies the capacity built, strengths and weaknesses of the projects, outcomes, and recommended modifications to the Aggression Replacement Training Technical Assistance and Training Program. Results will be utilized to adjust technical assistance and training approaches in subsequent years.

D. SUBMISSION OF APPLICATIONS

Applications are due April 22, 2009. Applications may be mailed or hand delivered to the CSA. If mailed, the proposal must be postmarked by midnight on April 22, 2009. If hand delivered, the proposal must arrive at the CSA no later than 5:00 p.m. on April 22, 2009. Applications received after this date and time will not be considered.

One original and eight (8) copies must be submitted. The original application must be marked "ORIGINAL COPY". Mail or deliver proposals to the following address:

**Corrections Standards Authority
Corrections Planning and Programs Division
Attn: Colleen Stoner
600 Bercut Drive
Sacramento, CA 95811**

Costs incurred for developing the application and in anticipation of funding are entirely the responsibility of the applicant and shall not be charged to the State of California.

E. APPLICATION EVALUATION PROCESS AND CRITERIA

CSA staff will conduct a technical review of each application to determine if it responds to each element required in the application, and whether the provider meets the required qualifications. The technical reviews by the CSA staff will be forwarded to the ESC along with all documentation. The ESC will evaluate the applications and establish a list of qualified providers by May 5, 2009.

F. KEY DATES

Provider Application Release Date	March 24, 2009
Provider Applications Due	April 22, 2009
Probation Department Applications for Aggression Replacement Training – Technical Assistance and Training Released	May 5, 2009
Providers Notified of Application Results	May 5, 2009
Qualified Provider List Forwarded to CSA Board	May 21, 2009
Probation Department Applications Due	June 5, 2009
Probation Department Training Requests Reviewed and Approved	June 30, 2009
Technical Assistance and Training Begins	July 1, 2009

G. CONTACT INFORMATION

If you have questions about this application, please contact Colleen Stoner, Field Representative at (916) 324-9385 or colleen.stoner@cdcr.ca.gov



DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY
**JABG - CalGRIP Aggression Replacement Training
Technical Assistance and Training Program**

SECTION H: PROVIDER APPLICANT INFORMATION

A. APPLICANT AND CONTACT INFORMATION

APPLICANT NAME	TELEPHONE NUMBER	FEDERAL EMPLOYER IDENTIFICATION NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE

B. PROJECT TITLE	C. PROGRAM PURPOSE AREA	D. AMOUNT OF FUNDS REQUESTED
	NA	\$ NA

E. IMPLEMENTING AGENCY

AGENCY NAME			
NAME, TITLE OF PROJECT DIRECTOR			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

F. DESIGNATED FINANCIAL OFFICER

NAME, TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

G. DAY-TO-DAY PROJECT CONTACT PERSON

NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

H. APPLICANT'S AGREEMENT

By submitting this application, the applicant assures that it will abide by the laws, policies, and procedures governing this funding.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)				TELEPHONE NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE	E-MAIL ADDRESS
APPLICANT'S SIGNATURE				DATE

I. PROVIDER QUALIFICATION WORKSHEET

**Corrections Standards Authority
California Department of Corrections and Rehabilitation
Cal GRIP AGGRESSION REPLACEMENT TRAINING
TECHNICAL ASSISTANCE AND TRAINING PROGRAM**

PROVIDER QUALIFICATION WORKSHEET

The applicant must provide documentation to support its qualifications to be a provider of Aggression Replacement Training Technical Assistance and Training. Please provide the required documentation below each section on this form in the expandable text form field. Responses to #1 – 8 must be typewritten in 12-point font and may not exceed a total of fifteen (15) pages for the entire section. Your responses to this section will form the basis upon which your agency will be evaluated for inclusion on the list of Qualified Providers of Aggression Replacement Training Technical Assistance and Training for California probation departments through this Cal GRIP program.

If your agency qualifies to provide services, your responses will be made available to probation departments to assist them in their review for selecting the provider for their agency.

		REQUIRED QUALIFICATIONS	DOCUMENTATION REQUIRED
	1.	Two (2) years or more experience delivering Aggression Replacement Training that include training members of probation departments, training-for-trainers, and providing technical assistance.	A list of at least three (3) past clients for whom your organization has provided Aggression Replacement Training - training and the associated dates. One client must have been a probation department. Use the attached form in Section K.
	2.	Capable of providing Aggression Replacement Training - training and training-for-trainers for five (5) to thirty (30) probation departments (over a two-year time span) either within a county or regionally.	Describe the size and capacity of your organization that documents its current service delivery capability with a written description of your organization's strategy for increasing capacity should the demand for training exceed current capability.
	3.	Capable of providing a full range of Aggression Replacement Training services including training and technical assistance.	Provide a list of your Aggression Replacement Training trainers along with their backgrounds in terms of experience, education, training and credentials. Qualified providers will be proficient in ART curriculum for both and training staff.
	4.	Established procedure in place for assisting probation departments to select staff qualified to participate in the initial training and training- for Trainer courses.	Provide the method that your organization uses to determine whether potential trainees are qualified to participate in the Aggression Replacement Training - training and training-for-trainers courses.

5.	Compliance with the evidence-based specific interventions for training found in the OJJDP Model Programs Guide, as described on page 4.	Describe how training provided by your organization utilizes the specific interventions found in the OJJDP Model Programs Guide for Aggression Replacement Training, as described on page 4.
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Your organization must deliver an established set of standard minimum work activities to participating probation departments over the course of the two-year Aggression Replacement Training Technical Assistance and Training Program. In Section 6a – 6g outline the specific tasks/activities your organization would undertake to assist probation departments in the development, implementation, evaluation, and on-going support for their Aggression Replacement Training Technical Assistance and Training Program.

6a.	Ability to work with probation departments to develop an Implementation Plan that assesses needs and capacity and ensures effective program delivery to youth and fidelity to the evidenced-based model for up to two years.	Provide a comprehensive list of activities your organization would use to assess the training and technical assistance needs of individual probation departments before and after the training of staff. Include a sample timeline of activities for a two-year Implementation Plan.
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6b.	Ability to provide the Aggression Replacement Training - training either regionally or site specific.	Identify the minimum and maximum numbers of trainees per course conducted and how your organization would deliver the training. Include teacher to student ratios, etc.
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6c.	Ability to provide regional training to multiple probation departments attending the same classes.	Describe the strategy for securing a training location and coordinating with the probation departments that are seeking training. Describe how the trainings will be organized to meet the needs of small counties who have only a minimum number of staff to be trained. Include how regional training would be conducted and the issue of distance to training locations will be addressed.
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6d.	Ability to provide training-for-trainers courses.	Describe the process used to select advanced trainers and implement training-for-trainers courses, including quality assurance procedures.
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6e.	Ability to provide training and technical assistance cost-effectively in a manner that assures fidelity to the researched based model, continuation and expansion of the program “in-house,” and the ability to overcome obstacles to success.	Describe your organization’s plan to consult with probation departments, the level and frequency of contact pre and post training, reviews, corrective action plans by trainers or quality assurance specialists, site visits, feedback, consultation team meetings, and/or quality assurance committee meetings.
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6f.	Ability to gather and assess data related to training of staff and evaluation of program delivery.	Identify the tools used or provided to probation departments to assess program delivery to youth. Specify steps taken to ensure all information collected is reliable and gathered in a timely manner and what, if any, analysis is done by your organization.
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6g.	Ability to provide documented feedback, evaluation and response to trainees and probation administrators on the quality of their program service delivery	Identify the types of reports/feedback your organization will provide to those trained and to the probation departments implementing the program to ensure fidelity to the model and/or address corrective action needs.
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7.	Demonstrated use of curriculum found to be effective for delivering Aggression Replacement Training as identified in the OJJDP Model Program Guide and described on page 4.	Attach an overview of your organization's curriculum highlighting the portions that implement the program as described on page 4. Include hours of instruction.
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8.	Ability to conduct an evaluation of trainee mastery of Aggression Replacement Training.	Describe the process and procedures by which trainee mastery of the material will be assessed. Include trainees who were trained to deliver services to youth as well as trainees who completed training-for-trainers courses. Describe how evaluation of service delivery will occur under the supervision of the probation departments. Also, include a list of the variables measured and the methods of data collection and analysis.
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J. PROJECT SUMMARY

Provide a brief summary of your organization's Aggression Replacement Training Technical Assistance Program in two paragraphs or less. (This summary is used to provide CSA constituents a brief description of projects funded by CSA. It will also be posted to the CSA website).

K. PAST CLIENTS

Provide a list of at least three (3) past clients for whom your organization has provided Aggression Replacement Training technical assistance and training. At least one past client must be a probation department.

REFERENCE 1

Name of Agency		
Street Address		
City	State	Zip Code
Contact Person/Title		
Telephone Number	E-Mail Address	
Dates of Service(s)	Estimated Value or Cost of Service(s)	
Brief Description of Service(s) Provided		

REFERENCE 2

Name of Agency		
Street Address		
City	State	Zip Code
Contact Person/Title		
Telephone Number	E-Mail Address	
Dates of Service(s)	Estimated Value or Cost of Service(s)	
Brief Description of Service(s) Provided		

REFERENCE 3

Name of Agency		
Street Address		
City	State	Zip Code
Contact Person/Title		
Telephone Number	E-Mail Address	
Dates of Service(s)	Estimated Value or Cost of Service(s)	
Brief Description of Service(s) Provided		

L. BUDGET INFORMATION AND NARRATIVE

1. TRAINING PACKAGE COSTS: Please identify the per person cost, hourly rate and other fees associated with providing the training and technical assistance as outlined in this application. Provide a budget narrative (maximum of two double-spaced pages) explaining how the identified costs will support the activities as addressed in the Provider Qualifications Worksheet. The costs and related narrative should address training site costs, ongoing training and technical assistance, regional and/or county-specific trainings, training-for-trainers courses, onsite and video follow-ups, and evaluation activities.

2. BUDGET LINE ITEMS: To the extent possible, complete the applicable fields in the following table for the per person cost listed above.

Salaries and Benefits	\$
Services and Supplies	\$
Professional Services	\$
Equipment	\$
Other	\$

Note: In consideration of regional trainings, applicants should indicate if those costs will vary by region. Applicants should not budget for expenses that will be supported by county probation (i.e. travel or per diem for county staff).

3. BUDGET LINE ITEM DETAILS: Provide sufficient detail/breakdown to explain how the funds outlined in the table above will be expended in each applicable line item.

1. SALARIES AND BENEFITS: Number of staff, classification, salary and benefits.

2. SERVICES AND SUPPLIES: Includes facility rental, travel and training.

3. PROFESSIONAL SERVICES: Includes evaluator, consultant services, therapists, and other professionals as required.

4. EQUIPMENT: Office equipment, and other equipment necessary to perform program activities.

5. OTHER: Any other items not covered above but necessary to meet program goals.